Honorable Minister Patrick Chinamasa, M.P.
Minister of Finance and Economic Development
Ministry of Finance and Economic Development
6th Floor, Block B, New Government Complex
Cnr. Samora Machel Avenue/4th Street
Harare
Zimbabwe

Honorable Minister,

Re: ZIMREF Grant number no. TF 0A1823-ZW
(Zimbabwe National Water Project)
Additional Instructions: Disbursement

I refer to the Grant Agreement between the International Development Association (the “World Bank”), acting as administrator of grant funds provided by various donors under the Multi-Donor Trust Fund for the Zimbabwe Reconstruction Fund for the above-referenced project, dated the same date as this letter. The Agreement provides that the Association may issue additional instructions regarding the withdrawal of the proceeds of Grant no. TF 0A1823-ZW (“Grant”). This letter (“Disbursement Letter”), as revised from time to time, constitutes the additional instructions.

The attached World Bank Disbursement Guidelines for Projects, dated May 1, 2006, (“Disbursement Guidelines”) (Attachment 1), are an integral part of the Disbursement Letter. The manner in which the provisions in the Disbursement Guidelines apply to the Grant is specified below. Sections and subsections in parentheses below refer to the relevant sections and subsections in the Disbursement Guidelines and, unless otherwise defined in this letter, the capitalized terms used have the meanings ascribed to them in the Disbursement Guidelines.

1. Disbursement Arrangements

(i) Disbursement Methods (section 2). The following Disbursement Methods may be used under the Grant:
- Reimbursement
- Advance
- Direct Payment
- Special Commitment

(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is 4 months after the Closing Date specified in the Grant Agreement. Any changes to this date will be notified by the World Bank.
II. Withdrawal of Grant Proceeds

(i) Authorized Signatures (subsection 3.1). A letter in the Form attached (Attachment 2) should be furnished to the World Bank at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications:

The World Bank
P. O. Box 12629
Hartfield 0028
Pretoria, Republic of South Africa
Attention: Guang Zhe Chen, Country Director for Zimbabwe

(ii) Applications (subsections 3.2 - 3.3). Please provide completed and signed (a) applications for withdrawal, together with supporting documents, and (b) applications for special commitments, together with a copy of the commercial bank letter of credit, to the address indicated below:

The World Bank
Delta Center, 13th Floor
Menengai Road
Nairobi, Kenya
Tel: +254 20 2936 000
Attention: Disbursements (Anthony Okwako)

(iii) Electronic Delivery (subsection 3.4) The World Bank may permit the Recipient to electronically deliver to the World Bank Applications (with supporting documents) through the World Bank’s Client Connection, web-based portal. The option to deliver Applications to the World Bank by electronic means may be effected if: (a) the Recipient has designated in writing, pursuant to the terms of subparagraph (i) of this Section, its officials who are authorized to sign and deliver Applications and to receive secure identification credentials ("SIDC") from the World Bank for the purpose of delivering such Applications by electronic means; and (b) all such officials designated by the Recipient have registered as users of Client Connection. If the World Bank agrees, the World Bank will provide the Recipient with SIDC for the designated officials. Following which, the designated officials may deliver Applications electronically by completing Form 2380, which is accessible through Client Connection (https://clientconnection.worldbank.org). The Recipient may continue to exercise the option of preparing and delivering Applications in paper form. The World Bank reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient.

(iv) Terms and Conditions of Use of SIDC to Process Applications. By designating officials to use SIDC and by choosing to deliver the Applications electronically, the Recipient confirms through the authorized signatory letter its agreement to: (a) abide by the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation ("Terms and Conditions of Use of SIDC") provided in Attachment 5; and (b) to cause such official to abide by those terms and conditions.

(v) Minimum Value of Applications (subsection 3.5). The Minimum Value of Applications is 20,000 USD
(vi) Advances (sections 5 and 6).

- **Type of Designated Account (subsection 5.3):** Segregated
- **Currency of Designated Account (subsection 5.4):** USD
- **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** Financial Institution acceptable to the World Bank
- **Ceiling (subsection 6.1):** 100,000 USD

III. Reporting on Use of Grant Proceeds

(i) Supporting Documentation (section 4). Supporting documentation should be provided with each application for withdrawal as set out below:

- **For reporting eligible expenditures paid from the Designated Account as well as requests for Reimbursement:**
  - List of payments against contracts that are subject to the Bank’s prior review, in the form attached (Attachment 4)
  - Records evidencing eligible expenditures (Attachment 3A – Statement of Expenditure) – with supporting documentation, e.g. copies of receipts, supplier invoices, for payments made within the SOE documentation thresholds,
  - Statement of Expenditure in the form attached (Attachment 3B – Statement of Expenditure – with no supporting documentation, for payments made under all other contracts (below SOE documentation thresholds) above and for Training.

- **For requests for Direct Payment:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices. Firm Consultants against contracts valued at USD 50,000 equivalent or more; (ii) Individual Consultants against contracts valued at USD 20,000 equivalent or more; (iii) Goods against contracts valued at USD 50,000 or more; (iv) Works against contracts valued at USD 50,000 or more.

(ii) Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3):

- Quarterly

(iii) Other Supporting Documentation Instructions

The USD Designated Account will be reconciled using the form attached (Attachment 6) and such reconciliation shall be submitted together with the Statements of Expenditures for each Application for Withdrawal for replenishment to the Designated Account.

IV. Other Disbursement Instructions

Funds may be transferred on a regular basis from the Designated Account to project accounts for which one will be opened at each of the Catchment offices. The funds in these project accounts need to be
accounted for in the Designated Account Reconciliation Statement referred to in the preceding paragraph (Attachment 6) together with each applicable Application for Withdrawal.

V. Other Important Information


From the Client Connection website, you will be able to download Applications, monitor the near real-time status of the Grant, and retrieve related policy, financial, and procurement information.

If you have not already done so, the World Bank recommends that you register as a user of the Client Connection website ([https://clientconnection.worldbank.org](https://clientconnection.worldbank.org>). From this website you will be able to download Applications, monitor the near real-time status of the Grant, and retrieve related policy, financial, and procurement information. All Recipient officials authorized to sign and deliver Applications by electronic means are required to register with Client Connection before electronic delivery can be effected. For more information about the website and registration arrangements, please contact the World Bank by email at <clientconnection@worldbank.org>.

If you have any queries in relation to the above, please contact Christiaan Nieuwoudt, Finance Officer at loa-afr@worldbank.org using the above reference.

Yours sincerely,

[Signature]

Guang Zhe Chen
Country Director, Zimbabwe
Africa Region

Attachments
1. World Bank Disbursement Guidelines for Projects, dated May 1, 2006
2. Form for Authorized Signatures
3A. Form for “Statement of Expenditure (SOE) with supporting documentation”
3B. Form for “Statement of Expenditure (SOE) with no supporting documentation”
4. Form of Payments Against Contracts Subject to the Bank’s Prior Review
6. Format for Bank Reconciliations (both Designated Account and Local Currency accounts)
7. Form for Interim Financial Statement
Attachment 2

Form of Authorized Signatory Letter

[Letterhead]
Ministry of Finance
[Street address]
[City] [Country]

[DATE]

The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Attention: Bella Bird

Dear [Country Director]:

Re: Grant No. TF0A1823 (Republic of Zimbabwe: National Water Project)

I refer to the Grant Agreement between the International Development Association (the “World Bank”), acting as administrator of grant funds provided by various donors (“Donors”) under the Zimbabwe Reconstruction Fund and the Republic of Zimbabwe (“Recipient”) for the above-referenced project, dated __________, providing the above Grant. For the purposes of Section 3.04 (b) of the Standard Conditions, as defined in the Agreement, any [one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign applications for withdrawal [and applications for a special commitment] under this Grant.

For the purpose of delivering Applications to the World Bank, [each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting [individually] [jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the World Bank.

__________________________________________________________
1 Instruction to the Recipient when sending this letter to the World Bank: Stipulate if more than one person needs to sign Applications, and how many or which positions, and if any thresholds apply. Please delete this footnote in final letter that is sent to the World Bank.

__________________________________________________________
2 Instruction to the Recipient: Stipulate if more than one person needs to jointly sign Applications, if so, please indicate the actual number. Please delete this footnote in final letter that is sent to the World Bank.

__________________________________________________________
3 Instruction to the Recipient: Use this bracket if any one of the authorized persons may sign; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the World Bank.
[This confirms that the Recipient is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the World Bank by electronic means. In full recognition that the World Bank shall rely upon such representations and warranties, including without limitation, the representations and warranties contained in the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation ("Terms and Conditions of Use of SIDC"), the Recipient represents and warrants to the World Bank that it will cause such persons to abide by those terms and conditions.]

This Authorization replaces and supersedes any Authorization currently in the World Bank records with respect to this Agreement.

[Name], [position]  Specimen Signature: ______________________

[Name], [position]  Specimen Signature: ______________________

[Name], [position]  Specimen Signature: ______________________

Yours truly,

/ signed /

[Position]

---

4 Instruction to the Recipient: Use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the World Bank.

5 Instruction to the Recipient: Add this paragraph if the Recipient wishes to authorize the listed persons to accept Secure Identification Credentials and to deliver Applications by electronic means; if this is not applicable, please delete the paragraph. Please delete this footnote in final letter that is sent to the World Bank.
Attachments 3A and 3B (Provided separately)
### Summary Sheet of Payments Against Contracts Subject to the World Bank’s Prior Review

**SUMMARY SHEET** for Payments made during the period from __________ to __________

For expenditures against the contracts **subject to the Bank Prior Review**

<table>
<thead>
<tr>
<th>Item No</th>
<th>Category No. &amp; Description (*)</th>
<th>Currency and Total Amount of Contract</th>
<th>Name of Contractor</th>
<th>Ref. No. of Contract</th>
<th>Date of NOL from World Bank</th>
<th>Invoice No. &amp; date</th>
<th>Currency and Total Amount of Invoice Covered by Application (Net of Retention)</th>
<th>Eligible % from Schedule 1 of Loan/Grant Agreement</th>
<th>Amount for Financing (B x 9)</th>
<th>Currency and Amount Paid from Designated Account (if Applicable)</th>
<th>Exchange Rate (Col. 11 divided by Col. 10)</th>
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</table>

**TOTALS**

**Remarks:**

Supporting documents for this Application retained at ____________________________ (insert location)

(*) Items should be grouped by category, or alternatively, a separate form may be used for each category
Terms and Conditions of Use of Secure Identification Credentials
in connection with Use of Electronic Means
to Process Applications
and Supporting Documentation

March 1, 2013

The World Bank (Bank)\(^6\) will provide secure identification credentials (SIDC) to permit the Borrower\(^7\) to deliver applications for withdrawal and applications for special commitments under the Agreement(s) and supporting documentation (such applications and supporting documentation together referred to in these Terms and Conditions of Use as Applications) to the Bank electronically, on the terms and conditions of use specified herein.

SIDC can be either: (a) hardware-based (Physical Token), or (b) software-based (Soft Token). The Bank reserves the right to determine which type of SIDC is most appropriate.

A. Identification of Users

1. The Borrower will be required to identify in a completed Authorized Signatory Letter (ASL) duly delivered to and received by the Bank each person who will be authorized to deliver Applications. The Bank will provide SIDC to each person identified in the ASL (Signatory), as provided below. The Borrower shall also immediately notify the Bank if a Signatory is no longer authorized by the Borrower to act as a Signatory.

2. Each Signatory must register as a user on the Bank’s Client Connection (CC) website (https://clientconnection.worldbank.org) prior to receipt of his/her SIDC. Registration on CC will require that the Signatory establish a CC password (CC Password). The Signatory shall not reveal his/her CC Password to anyone or store or record the CC Password in written or other form. Upon registration as a CC user, the Signatory will be assigned a unique identifying account name.

B. Initialization of SIDC

1. Prior to initialization of SIDC by a Signatory, the Signatory will acknowledge having read, understood and agreed to be bound by these Terms and Conditions of Use.

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\(^6\)“Bank” includes IBRD and IDA.
\(^7\)“Borrower” includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant.
2. Where a Physical Token is to be used, promptly upon receipt of the Physical Token, the Signatory will access CC using his/her account name and CC Password and register his/her Physical Token and set a personal identification number (PIN) to be used in connection with the use of his/her Physical Token, after which the Physical Token will be initialized for use by the Signatory exclusively for purposes of delivering Applications. Where a Soft Token is to be used, the Signatory will access CC using his/her account name and CC Password and set a personal identification number (PIN) to be used in connection with the use of his/her Soft Token, after which the Soft Token will be initialized for use by the Signatory exclusively for purposes of delivering Applications. Upon initialization of the SIDC, the Signatory will be a "SIDC User". The Bank will maintain in its database a user account (Account) for each SIDC User for purposes of managing the SIDC of the SIDC User. Neither the Borrower nor the SIDC User will have any access to the Account.

3. Prior to first use of the SIDC by the SIDC User, the Borrower shall ensure that the SIDC User has received training materials provided by the Bank in use of the SIDC.

C. Use of SIDC

1. Use of the SIDC is strictly limited to use in the delivery of Applications by the SIDC User in the manner prescribed by the Bank in the Agreement(s) and these Terms and Conditions. Any other use of the SIDC is prohibited.

2. The Bank assumes no responsibility or liability whatsoever for any misuse of the SIDC by the SIDC User, other representatives of the Borrower, or third parties.

3. The Borrower undertakes to ensure, and represents and warrants to the Bank (such representation and warranty being expressly relied upon by the Bank in granting SIDC) that each SIDC User understands and will abide by, these Terms and Conditions of Use, including without limitation the following:

4. Security

The SIDC User shall not reveal his/her PIN to anyone or store or record the PIN in written or other form.

The SIDC User shall not allow anyone else to utilize his/her SIDC to deliver an Application to the Bank.

The SIDC User shall always logout from CC when not using the system. Failure to logout properly can create a route into the system that is unprotected.

If the SIDC User believes a third party has learned his/her PIN or has lost his/her Physical Token he/she shall immediately notify clientconnection@worldbank.org.
The Borrower shall immediately notify the Bank at clientconnection@worldbank.org of any lost, stolen or compromised SIDC, and take other reasonable steps to ensure such SIDC are disabled immediately.

5. **Reservation of Right to Disable SIDC**

5.1. The Borrower shall reserve the right to revoke the authorization of a SIDC User to use a SIDC for any reason.

5.2. The Bank reserves the right, in its sole discretion, to temporarily or permanently disable a SIDC, de-activate a SIDC User’s Account or both.

6. **Care of Physical Tokens**

6.1. Physical Tokens will remain the property of the Bank.

6.2. The Bank will physically deliver a Physical Token to each Signatory designated to receive one in a manner to be determined by and satisfactory to the Bank.

6.3. Physical Tokens contain delicate and sophisticated instrumentation and therefore should be handled with due care, and should not be immersed in liquids, exposed to extreme temperatures, crushed or bent. Also, Physical Tokens should be kept more than five (5) cm from devices that generate electromagnetic radiation (EMR), such as mobile phones, phone-enabled PDAs, smart phones and other similar devices. Physical Tokens should be carried and stored separate from any EMR device. At close range (less than 5 cm), these devices can output high levels of EMR that can interfere with the proper operation of electronic equipment, including the Physical Token.

6.4. Without derogating from these Terms and Conditions of Use, other technical instructions on the proper use and care of Physical Tokens are available at http://www.rsa.com.

7. **Replacement**

7.1. Lost, damaged, compromised (in terms of 4.5, above) or destroyed Physical Tokens will be replaced at the expense of the Borrower.

7.2. The Bank reserves the right, in its sole discretion, not to replace any Physical Token in the case of misuse, or not to reactivate a SIDC User’s Account.
Designated Account Reconciliation Statement

Grant No.:  
Bank and Account No.:  

Part I  
1. Cumulative advances to end of current reporting period  
2. Cumulative expenditures to end of last reporting period  
3. Outstanding advances to be accounted (1-2)  

Part II  
4. Opening DA balance at beginning of reporting period (per Bank statement attached, as of ...)
5. Add/Subtract: Cumulative adjustments, including interest earned and recoveries by WB, (if any)
6. Advances received from the World Bank during current reporting period
7. Closing DA balance at end of current reporting (per Bank statement attached, as of ...)
8. Outstanding amount of advances to be accounted for (4+5+6-7)

9. Total Expenditures reported for current reporting period, including this Application  

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<th>Applc No.</th>
<th>Amount</th>
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Total (9)  

10. Difference (if any) 9-8  

Remarks  

Approved by:
Format for Interim Financial Statements

<table>
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<tr>
<th>Project Name</th>
<th>Project no: Grant Number:</th>
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| Sources and Uses of Funds and Cash Forecast for the quarter ended (state the date) |
|----------------------------------------|------------------|---------------------|------------------|
| Quarter (insert number)                | Cumulative       | Planned Forecast for Next 6 months | AMOUNT |
| Actual       | Planned      | Variance     | Actual       | Planned      | Variance     |                  |
| $           | $            | $            | $            | $            | $            | $            |

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<tr>
<th>Opening Balance</th>
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<tr>
<td>Designated Bank Account</td>
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<tr>
<td>Project Bank Account</td>
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<tr>
<td>Total</td>
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| Add: Sources of funds received within the period |
| Disbursement from the Bank       |
| Direct payments                  |
| Total                            |
| Total Cash Available             |

| Less Expenditure                 |
| Category 1                       |
| Category 2                       |
| Total Expenditure                |

| Net Cash available (Cash available less Expenditure) |
| Closing balance:                                  |
| Designated Bank Account                          |
| Project Bank Account                             |
| Total (of closing balances)                      |

Prepared by:  
Name:  
Signature:  
Title:  
Date:  

Approved by:  
Name:  
Signature:  
Title:  
Date:  

The following expenditures have been incurred during the retroactive financing period (please tick):

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Contractor Name</th>
<th>Description of expenditures (the dates/amounts and nature)</th>
<th>Contract Currency</th>
<th>Contract Amount</th>
<th>Is the contract subject to Site's prior approval? (Yes/No)</th>
<th>Amount Paid</th>
<th>Eligible % from Schedule XX of Loan/Grant Agreement</th>
<th>% of Share of Amount Paid (in contract currency)</th>
<th>Exchange Rate</th>
<th>Amount paid from Designated Amount if withdrawn</th>
<th>Payment Date</th>
<th>Records evidencing claimed expenses provided</th>
<th>Remarls or invoice references, including re-obiligation date</th>
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We confirm that the reported payments are for eligible expenses. Do not relate to any delinquent firms or individuals and do not exceed respective contract amounts.

Records for this SOE are retained at

[Insert location]

A separate form should be used for retroactive financing
## Statement of Expenditure (SOE) with Supporting Documentation

The following expenditures have been incurred during the retroactive financing period (please tick)

The following expenditures have been incurred before the closing date of the loan/credit/grant (please tick)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Contractor/Name</th>
<th>Description of expenditures (Goods/Works/Services)</th>
<th>Contract Currency</th>
<th>Contract Amount</th>
<th>Is the contract subject to Bank's prior review?</th>
<th>Amount Paid</th>
<th>Eligible % from Schedule XIX of Loan/Credit/Grant Agreement</th>
<th>W/H's share of Am't Paid in contract</th>
<th>Exchange Rate</th>
<th>Amount paid from Designated Account (If applicable)</th>
<th>Payment Date</th>
<th>Records evidencing claimed expenses provided</th>
<th>Remarks or invoice references, including non-objection date</th>
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We confirm that the reported payments are for eligible expenses, do not relate to any delisted firms or individuals, and do not exceed respective contract amounts.

Records for this SOE are retained at

(Insert Location)

A separate form should be used for retroactive financing.